

Brian Sandoval  
Governor



Frank R. Woodbeck  
Director

## OFFICE OF THE DIRECTOR

### **Nevada Unclassified Position Announcement Assistant to the Director, Department of Employment, Training and Rehabilitation**

The Department of Employment, Training and Rehabilitation is seeking qualified applicants for the position of Assistant to the Director. This is an unclassified full-time position.

**Recruitment:** This recruitment is open to all qualified persons.

**Annual Salary:** Up to \$88,949 annually. [Salary range reflects retirement (PERS) contribution by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.]

**Location:** This recruitment is for Carson City, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location. Travel: due to statewide responsibility, this position requires travel approximately 10% of the time.

**Applications will be accepted:** Until 5:00 p.m. on December 15, 2013.

**The Position:** This position serves a leadership role within the Director's office providing vital oversight and management control of several administration level functions as follows:

- Front office staff statewide (Administrative Assistants / Clerical Support Staff)
- The department's legislative issues (Monitor legislation, meetings, and testimony. Prepare testimony, fiscal notes, and responses to requests for information. Communication and responses to Nevada's Congressional delegation.)
- Manage and administer statewide workforce investment activities on behalf of the Governor's Workforce Investment Board.
- Accompany or represent the director at high-level department and interagency meetings.
- Coordinate studies or projects involving such matters as program coordination, administrative policy, budget information, internal controls, and report preparation.
- Responsible for correspondence, reports, and all agency memoranda to be signed by the director.

- Make evaluative judgments regarding the efficiency of agency operations, effectiveness in reaching established goals and objectives, organizational structure, and legislative intent.

Preferred Minimum Qualifications:

**EDUCATION:** Graduation from an accredited law school OR Graduation from an accredited college or university with a Bachelors Degree in Business Administration, Public Administration, or closely related field; AND

**EXPERIENCE:** Two years of experience directing a program which included: 1) analysis, interpretation and implementation of federal or state laws, rules and regulations; 2) testimony in front of a public board or commission; 3) investigation and resolution of formal complaints or grievances, including through mediation; 4) supervision of professional or paraprofessional staff; and 5) development and implementation of a program budget

**Knowledge, Skills and Abilities:** Must have strong written communication skills. A thorough knowledge of: principles, methods and practices of public administration, management and organization; laws and regulations. Ability to: plan, develop, and establish policies and procedures and establish related projects to provide employment and training services to Nevada citizens; analyze situations accurately and take effective action; supervise staff; represent the agency effectively to the public, and assist in developing accurate budgets in compliance with required formats and deadlines; and prepare formal written reports as may be required.

To apply: Prepare a letter outlining your interest and qualifications for this position as they relate to the preferred minimum qualifications. Attach a current resume and three professional references.

**Selection Process:** Application materials will be screened, and those candidates deemed most qualified will be invited to an interview in Carson City. (All travel expenses will be the responsibility of the applicant.)

Submit Resume / Direct Inquiries to:  
Department of Employment, Training and Rehabilitation  
Director's Office, Attn: Carmen Shepard  
2800 East St. Louis Ave., Las Vegas, NV 89104  
E-mail: [cbshepard@nvdepr.org](mailto:cbshepard@nvdepr.org)